



Austin American-Statesman
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Office of Court Administration
Megan LaVoie, Administrative Director

JOB VACANCY NOTICE

Posting Date: 05/11/2023

Job Listing Identification Number: 15982860

State Job Title: Executive Assistant III

Agency Job Title: Executive Assistant

Monthly Salary: \$6,166.67 - \$6,500.00

Remarks: *Salary commensurate with experience.*

Closing Date: Until filled

State Class. No. and Pay Group: 0164/B21

FLSA Status: ☒ Exempt ☐ Non-Exempt

Location: Austin, TX

Type of Job: ☒ Full Time ☐ Part Time

Travel Required: ☒ Yes 5% ☐ No

Job Description:

Performs advanced (senior-level) professional assistance work for an executive or multiple executives. Work involves overseeing and/or providing a wide variety of high-level administrative support including managing office workloads and the day-to-day activities of an executive(s). May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgement.

Essential Job Functions:

- Assist the General Counsel in the performance of all administrative responsibilities, and assist other senior staff as directed by the General Counsel.
- Maintain a comprehensive calendar of staff work, meetings and deadlines.
- Develop and maintain case management systems and databases.
- Maintain files for the office and for the investigation and handling of all complaints and self-disclosures.
- Receive, review, and organize case documents and ensure that all relevant information is available to commission members and staff.
- Manage correspondence with parties involved in complaints and self-disclosures and other pending matters before the Commission.
- Prepare agendas and organize agenda materials for Commission meetings and for any other meetings designated by the General Counsel.
- Plan, Coordinate, and attend Commission meetings and take and prepare minutes, ensuring accurate documentation of proceedings. Provide similar assistance for other meetings as requested by the General Counsel.
- Process travel and other reimbursement requests.
- Supervise and manage the Commission's licensing and accreditation functions.
- Supervise some work as provided by staff.
- Assist in the development of training programs for forensic scientists, law enforcement personnel, judges, attorneys, and other stakeholders.
- Interface with key staff at the Office of Court Administration on behalf of the General Counsel.
- Manage the TFSC website.
- Answer public information requests and customer service inquiries.

Minimum Qualifications:

- Graduation from an accredited college or university with major course work in business administration, court administration, public administration, or related field.
- Working knowledge of judicial system issues and operations.
- Three or more years of experience providing executive support, office management or related work.

Preferred Qualifications:

- Experience managing complex cases and handling multiple tasks simultaneously.
- Experience providing strong attention to detail and maintaining accurate records.
- Strong communication skills.
- Proficient in Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint and Teams
- Experience working with Adobe Software.
- Strong background working with Open Government/Open Meeting Laws and familiar with Public Information Act Laws.

Employment Conditions:

- Operates standard office equipment.
- May operate a motor vehicle to conduct agency business.
- Performs sedentary office work.
- May be required to move equipment or other materials weighing up to 20 pounds.

Note:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.

15P, 420A, AZ, LS, MC, PS, RP, SN, YN, YNS, 741X, PERS, 0100, 0170, 3F5X1

Additional Military Crosswalk information can be accessed at

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

To Apply:

All applications for employment with the Office of Court Administration may be submitted electronically through www.WorkinTexas.com. Interested candidates may also email a completed [State of Texas application](#) to OCACareers@txcourts.gov. Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a completed state application will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In

compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization. Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.